

ROUTE AND TRANSMITTAL SLIP		Date
		22 Nov 83
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/CO	J	22 NOV. 1983
2. D/CO STOP IT!	ad	22 NOV. 1983
3. EXA	E	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
4. 1 U D/CO Staff Monthly Report File		
Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

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## REMARKS

INASMUCH AS MLS SUBMITS ITS OWN REPORT I'M THE ONLY OTHER D/CO STAFF ELEMENT LEFT. SHALL I CONTINUE TO SUBMIT AN EXA MONTHLY REPORT OR CAN THIS BE THE LAST ONE?

(over)

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

DC-EXA

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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MEMORANDUM FOR

Distribution:

Orig. - D/CO, DD/CO, ~~OC-P&B~~, ~~OC-PS~~,  
OC-Safety, ~~OC-SSA/BCS~~, OC-IMS,  
OC-EXA-file *OC-MLS*  
1 - OC-FND  
1 - OC-DND  
1 - OC-ED  
1 - OC-CSD  
1 - OC-HRMD  
1 -

Date

~~CONFIDENTIAL~~

1056

MEMORANDUM FOR: Director of Communications

FROM: [REDACTED]

Executive Assistant, OC

SUBJECT: Executive Assistant Monthly Report - October 1983

1. The Monthly Report of the Executive Assistant was formerly just a part of the D/CO Staff Monthly Report which included sub-missions from the former Senior Support Assistant, the Budget Control Staff, the Information Management Staff, the Programs and Budget Staff and the Planning Staff. With the dissolution or merger of these elements the only existing D/CO staff elements are the Management and Liaison Staff and the Executive Assistant. [REDACTED]

2. These Executive Assistant activities during the month of October were worthy of noting:

a. The duties of OC Suggestion Award Coordinator were transferred to the Assistant for Personnel Recognition in the Administrative Management Division.

b. A bi-weekly tracking mechanism for the Area Chiefs Conference Action item was instituted.

c. All essential OC employees were identified to the Office of Logistics Emergency Support Center. It is that component's responsibility to get essential employees to their places of duty in weather and other emergencies.


d. The Executive Assistant served as a member of the MCS GS-12 Evaluation Board and chaired the MCG GS-12 Evaluation Board.

e. Long awaited cash awards were received by two OC officers, one of which had retired. The awards were officially granted to the officers by [REDACTED] in 1977 for their suggested modification to an optical character reader. The actual checks, however, were not delivered to the recipients until 1983.

~~CONFIDENTIAL~~

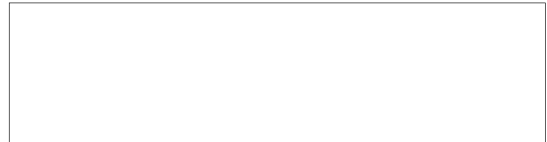
C O N F I D E N T I A L

SUBJECT: Executive Assistant Monthly Report - October 1983

f. The Executive Assistant was assigned responsibility for the coordination of all office space requirements and was identified as the OC point of contact to the New Building Project Office. 

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C O N F I D E N T I A L

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SUBJECT: Executive Assistant Monthly Report - October 1983

Distribution:

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